

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☐ UNCLASSIFIED

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department of Children and Families		9. Position No K0234356	10. Budget Program Number		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)			
3. Division PPS			12. Proposed Class Title			
4. Section Support Services	For  Use  By  Personnel  Office	13. Allocation				Position Number
5. Unit		14. Effective Date				
6. Location (address where employee works)  City Topeka County Shawnee		15. By	Approved			
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. % 100% Regular	16. Audit Date: By: Date: By:					
8. Regular hours of work: (circle appropriate time)  FROM: AM/PM To: AM/PM	17. Audit Date: By: Date: By:					

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

**Name**

**Title**

**Position Number**

**Robert Byers**

**Support Service administrator**

**K0129855**

Who evaluates the work of an incumbent in this position?

**Name**

**Title**

**Position Number**

**Robert Byers**

**Support Service Administrator**

**K0129855**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This employee will adhere to policies and procedures in completing most of the assigned duties. The employee will receive instructions through e-mails, online trainings and face to face contact with the direct supervisor or other training resources identified by the employee's direct supervisor.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
		<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
1 40%	E	<p><b>File Room Management:</b> This position is responsible for assuring that the Topeka Services Centers file room is maintained in an organized condition, that information can be accessed in an efficient and timely manner when need. This is accomplished by being aware of current agency policies and procedures related to office filing procedures and processes as well as researching information in the agencies information systems in order to ascertain whether files should be retain or destroyed.</p>
2 20%	E	<p><b>File Destruction and /or storage:</b> This position is responsible for preparing files within the PPS file room (Topeka Service Center) for filing and to purge and merge files when needed based on current agency policies and procedures. To accomplish this task this employee must have access to the agency information systems and be able to analyze information regarding case activities and interpret appropriate agency policies and procedures and apply them to case situations in order to assure that cases files are being handled appropriately.</p>
3 20%	E	<p><b>Coordination of File Transfers &amp; Request:</b> Pulling, preparing, copying, scanning and mailing requested file timely. This employee is the region's main contact regarding file transfers and requests. Receives files from the contactor and insures that they are filed appropriately in the file room. If closed files are requested by other offices, programs or consumers this employee is responsible for locating the file, getting it ready to be review and once review sending it to the requesting party. This is accomplished by being knowledgeable regarding agency case file processes and agency policy and procedures and by maintaining a electronic system to manage files as they come in and out of the file room.</p>
4 10%	E	<p><b>General PPS Unit Support:</b> Works with PPS units in the Topeka Service Center. Receives, case files from units when case are to be closed and prepares them for filing in the file room. Documents each file interrering the file room in the electronic filing system. Pulls case file upon request and provides them to the units within 24 hours of request. Orders and maintain filing supplies.</p>
5 5%	E	<p><b>Yearly file room purge:</b> Yearly purge the file room of any files that meet the current agency file destruction protocol. This is accomplished by marking all file as to their destruction date and setting a once a year process to go through the file room and remove those files that meet the destruction protocol. Then destroying them based on agency procedures.</p>
6 5 %	E	<p><b>Other duties as assigned:</b> This position will be assigned special project or asked to do tasks not specifically addressed in the other sections of this evaluation.</p> <p>All duties within this position may require lifting of file or boxes of file.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
- ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ( ) Major program failure, major property loss, or serious injury or incapacitation.

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( ) Loss of life, disruption of operations of a major agency.

Please give examples.

The files that this employee would handle contain vital information to ascertain the safety and /or welfare of children at risk. If the information is not pulled and provided once requested it could slow down the protective action that the agency is take on behalf of a child in need of protection

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contact are made daily with the agencies clients both internal and external, co-workers, agency supervisors and administrators. Some contact will be had with courts and police officers.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The environment is that of a business office the atmosphere is generally good. This position will do some travelling however for the most part of other office settings. This position will be required to do lifting of files and boxes of file that may weigh 30 to 40 ponds.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

FAX, Copiers, Computers, Printers, telephones and state or rental vehicles.

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - High School Graduate or its equivalent.

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Education or Training - special or professional

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Licenses, certificates and registrations

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Special knowledge, skills and abilities

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Experience - length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date